



# IHC • CPA

Indigenous Heritage Circle  
Cercle du patrimoine autochtone

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www.indigenousheritage.ca 🌐

## Summer Intern (Remote)

Supported by Young Canada Works

We are seeking a creative individual who has strong website and graphic skills who can assist with the editing of our website and development of social media posts. This individual must be prepared to complete several environmental scans and research independently as well. They will work directly with our Operations Manager, supporting day-to-day operations as needed, as well as with the development of our programming at our annual conference in the fall.

**Start Date:** May 1, 2025 **End Date:** August 29, 2025

**Full-Time (37.5 hrs per week) at \$18.00/hr**

**Location:** Remote

### Mandatory Qualifications:

- Must be completing or have completed an undergraduate degree in social sciences/humanities. Preference to those who are studying Indigenous studies.
- Must have experience working with Indigenous communities/peoples and possess previous knowledge of Canada's Indigenous peoples.
- Must possess professional language skills in English, with a preference to those with a working ability in French.
- Must be passionate in heritage and cultural work, particularly that of Indigenous peoples.
- Must have previous social media experience with various platforms including Instagram, Facebook, Youtube, X (formerly known as Twitter), and LinkedIn

### Preferred Qualifications:

- Previous experience working with Wordpress and/or other website development software.
- Independent worker, needing minimal supervision
- Problem solver
- Strong communication skills
- Previous experience within the heritage/cultural sector.

Please note that this job will be offered remotely. Student should expect to meet during regular working hours in the Eastern Time zone (9-5pm).

Please email a copy of your resume and cover letter to [IndigenousHeritageCircle@gmail.com](mailto:IndigenousHeritageCircle@gmail.com) no later than April 18, 2025. We encourage applicants to self-declare if they identify as Indigenous, a member of a racialized community, are living with a disability (invisible and visible), identify as a woman/non-binary/gender fluid, and/or are a member of the 2SLGBTQIA+ community. Preference will be given to those who identify as Indigenous.

**Visit: <https://young-canada-works.canada.ca/Opportunity/ProjectDetails?>  
to learn if you qualify for this position**